

PERSONNEL BOARD MEETING
Tuesday, October 6, 2014 – 6:00 p.m.

PRESENT: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member; Jorge E. Leal, Member. **ALSO PRESENT:** Lorena Bravo, Acting City Attorney, Gelien Perez, Acting Human Resources Director, and Brenda Jackson.

AGENDA

1. Request to approve the minutes of the September 2, 2014 Personnel Board meeting.
APPROVED. Motion by Jorge E. Leal. Second by Norberto Alvarez. Passed by unanimous vote.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received September 2014.

Elizabeth Sanchez	Communications Department
Erika Puig	Fire Department
Linda Boston	Parks and Recreation Department
Dalgis Arencibia	Police Department
R. Sanchez	Police Department

APPROVED. Motion by Norberto Alvarez. **Second by Grecia Ferro-Ameneiro.** Passed by unanimous vote.

3. Report of **Leave Without Pay** for September 2014.
SO NOTED.
4. Report of **Civil Service Appointments** for September 2014.
SO NOTED.
5. Report of **Civil Service Resignations** for September 2014.
SO NOTED.
6. Report of **Maternal/Paternal Leave** for September 2014.

David Crespo	Fire Department
Javier Perez	Fire Department
Mark Sanchez	Fire Department
Roger Herrera	Police Department
Miguel Suarez	Police Department
George Vega	Police Department

SO NOTED.

7. Report of **Leave of Absence** for September 2014. **NONE**
SO NOTED.
8. Request to certify the eligibility list for the position of **City Clerk.**

APPROVED. Motion by Alberto Alvarez. Second by Jorge Leal. Passed by unanimous vote.

9. Request to conduct a Civil Service examination for the **Receptionist** position with the following criteria:
- a. In-house
 - b. 100% Written
 - c. Must obtain a minimum score of 70% in order to be placed on the eligibility list.

Copy of the job description is attached. (No eligibility list is on file)
Range 43-\$790-\$1457 Bi-weekly

APPROVED. Motion by Grecia Ferro-Ameneiro. Second by Zoraya Pena. Passed by unanimous vote.

10. Request to hear Unfinished Business. None
SO NOTED.

11. Request to hear New Business. None
SO NOTED.

NEXT PERSONNEL BOARD MEETING: "November 3, 2014"

If any person decides to appeal any decisions made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceedings. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8770 (VOICE), for assistance.